

Introducing DRE Voting to Orange County

Pre-bid Conference

July 31, 2002

Santa Ana

Meeting agenda

- Introductions
- Summary of RFP
- Review of decision-making process
- Important dates
- Procedures
- Q and A

Introductions

- Rosalyn Lever – Registrar of Voters
- Steve Rodermund – Chief Deputy Registrar of Voters
- Kate Wiley – HR Manager
- Bob Pinzler – MGT of America
- Tim Lynch – MGT of America

RFP Summary

- Project purpose
 - Provide a comprehensive, integrated DRE voting system
 - Including delivery, installation, integration, customization, data conversion, training, documentation, project management, building modifications to ROV warehouse

RFP Summary

- Basic elements
 - Proven system, certified by SOS
 - Prime vendor is prime contractor
 - Legally and financially responsible for all software and implementation services
 - Seeking a turnkey system
 - All costs, direct and indirect, are included in proposal

RFP Summary

■ Basic elements

- Presently 1.3 million registered voters
 - Growth of nearly 4% expected by 2005
- Orange County conducts elections for all of its municipalities, school and special districts
 - Candidates per election average 400, with up to 50 measures (initiatives)

RFP Summary

- Basic elements

- Approximately 1,750 voting precincts
 - Number has been reduced slightly over the past decade
- Election material is available in English, Spanish and Vietnamese.
 - Likely that other languages, possibly Korean and Tagalog, will be added due to 2000 census results

RFP Summary

■ Basic elements

■ Proposal must include:

- All equipment
 - DRE and optical scan (for absentee and mail ballots) equipment, software, printers, servers, drives, precinct communications wiring, etc.
- Financing of the proposed system, building modifications and services
- Expenses associated with public outreach to educate voters in use of new system

RFP Summary

- Basic elements
 - RFP provided on CD-ROM in MS Word
 - Responses should be completed in MS Word and delivered to Orange County in hardcopy (12 copies) and electronic form (either MS Word or PDF formats)

RFP Summary

- Evaluation criteria
 - Completeness of response
 - Understanding of purpose, scope and objectives
 - Willingness to negotiate acceptable contract, including payment terms
 - The number of exceptions to terms and conditions will be noted

RFP Summary

- Evaluation criteria
 - System certification by SOS
 - Costs
 - Low bidder will NOT necessarily be awarded the contract
 - One-time costs (building and warehouse modifications), ongoing (maintenance and support), financing (by or through vendor) will be evaluated, even if not part of the proposal

RFP Summary

- Evaluation criteria
 - Warehouse facility plan
 - Seamless integration of software with current election database software
 - Software design
 - Quantitative analysis of number of requirements met
 - Training of ROV staff and poll workers

RFP Summary

- Evaluation criteria
 - Community outreach
 - Vendor experience and resources
 - Financial stability an especially important factor
 - Design/system architecture approach
 - Ease of use
 - Accessibility by disabled and multi-lingual communities

RFP Summary

- Evaluation criteria
 - Documentation
 - System Administration
 - Implementation
 - Project management
 - Customer support
 - Warranty and Maintenance

RFP Summary

- Evaluation criteria
 - No values should be imputed to the preceding list
 - County will not provide prospective vendors with weight associated with any of these evaluation elements

Decision-making process

- Evaluation committee (EC)
 - Made up of staff members from departments involved with elections, administration and technology throughout the County
- Responses are due on August 30, by 4:00pm

Decision-making process

- Immediate cut will be made to eliminate “non-responsive” proposals
 - Uncertified options
 - No financing options
 - Incomplete responses
- Remaining proposals will be reviewed and finalists chosen
 - Three finalists, unless other proposals are within 1% of the lowest rated of the three

Decision-making process

- Finalists will be expected to demonstrate their products at approximately 11 public meetings to facilitate public input into decision-making process
 - Hands-on demonstrations
 - Likely at different venues throughout County

Decision-making process

- EC (whole or subset) may visit previous installations by proposer
- Oral presentations may be required to answer any specific questions about the proposed system
 - At least one of the attending members from vendors should be technically qualified

Decision-making process

- Evaluation Committee will review finalists and make recommendation
- Board of Supervisors will make final award of contract

Important dates

- August 1: Web site is available
 - Answers to questions, addenda to RFP and other pertinent information will be posted
 - URL: <http://www.oc.ca.gov/election>
- August 23: Final date for written inquiries
- August 30 (4:00pm): Proposals due

Important dates

- September 12: Selection of finalists
- September 16-28: Public meetings
- September 30-October 5: Oral presentations (if necessary)
- November 1: Selection of recommended proposal

Important dates

- November 19: BOS decision (pending contract negotiations and performance bond approval)
- November 25-December 20: Contract negotiation
- November 29: Performance bond due
- January 3, 2003: Implementation start

Procedures

■ Contacts

- All contact will be through MGT of America
 - Bob Pinzler (primary)
 - bpinz@earthlink.net
 - 310-374-5163
 - Tim Lynch (secondary)
 - tlynch@mgtamer.com
 - 916-443-3411

Procedures

- Any contact with EC member, ROV staff or member of the Citizen's Advisory Committee may result in vendor disqualification
 - Names of EC members will not be provided, so it is recommended that proposers contact NO County staff

Procedures

- All relevant questions will be e-mailed to questioner and posted on the Web site as quickly as possible
 - No notification will be made for posting of answers, so regular checking of the site is recommended

Procedures

- Major changes to the RFP (addenda)
 - Proposers will be notified by e-mail
 - Posting will be on Web site
- All proposals become public documents only after award of contract
 - EC is not subject to the Brown Act
 - meetings are not noticed to the public
 - the documents produced are not public records

Addendum #1

- Change title to “A Direct Record Electronic (DRE) Voting System.”
- Remove the term “Touch Screen”
- The County will consider non-touch screen solutions